



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

**Activity Coordinator
Permanent, Full-Time
\$2218 - \$2696 Monthly**

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

***DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

Final File: Until Filled

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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Duties and Responsibilities:

Under the direction of the Supervising Rehabilitation Therapist:

- Plan Develop, implement, lead and monitor large group and small group activities designed to meet the needs and interests of the veteran resident population which include but are not limited to: social activities, indoor and out-of-doors activities, recreation activities, facility outings, religious programs, opportunity for resident involvement in the planning and implementation of the activity program, creative and expressive activities, educational activities, and exercise activities. Design and distribute attractive and well-balanced monthly Activity Calendars.
- Conduct initial activity assessments including gathering information regarding the resident's background, interest, leisure, preferred lifestyle, abilities, physical and cognitive limitations and needs which shall serve as the base from which the individual activity program is developed. Design and provide individualized one-to-one interventions designed to meet the resident's individualized needs and enhance or maintain strengths.
- Document the individual activity assessment, Minimum Data Set (MDS), and activity plan using the appropriate assessment forms to be found in the medical record, completing the activity plan within the required time after admission.
- Participate and assist in the completion of the comprehensive inter-disciplinary assessment and plan of care, and in ongoing care plan review processes. Attends Resident Care Conferences and provides verbal and written input to the care plan. Maintain timely progress notes specific to the residents' activity plans, recording at least quarterly in the medical record and more frequently when appropriate.
- Perform annual activity assessment revisions/annual progress notes and annual activity-related MDS reassessments in a timely manner.
- Develop appropriate records that indicate Resident's attendance and participation in the program with reference to Resident response to the program. Write, maintain, and ensure proper filing of required documentation with timeliness and accuracy.
- Attend and actively participate in staff meetings, designated committee meetings, and Interdisciplinary Team (IDT) meetings and Resident Care Conferences.
- Oversee activity volunteers and track volunteer hours for monitoring by Volunteer Services. Develop a method to implement programs within a designated budget allocated for the department. Retain records of expenditures in an organized manner. Night, weekend, swing and holidays required.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 800 Bringham Ave D413 Los Angeles, Ca. 90049, Attn: G Steward M80 30&31W-10/11.** All State applications must be postmarked no later than the final filing date.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.